

SAMPLE OUTLINE

For

2003/2004 OHV Applications

The 2003/04 OHMVR Grant applications are required to follow the content of the Office of Administration Law (OAL) regulations, and the 2000 OHV Grant Application Guide. This “outline” provides you with a more orderly and concise format to prepare your application for the 2003/04-grant cycle. The outline incorporates the recommendations received at the Grant Conference held at Fallen Leaf Lake, November 2001. A review team from the USDA Forest Service, BLM and input from Division consultants, all worked on the development of the sample outline.

NOTE: PLEASE PROVIDE THREE PAPER COPIES (HARD COPIES) OF YOUR APPLICATION AND TWO COMPUTER DISKS. Applications for the 2003/04 Fiscal Year must be post marked by May 15, 2003. An interactive Web site application will also be available for your use on an experimental basis. If it does not work then please use this outline.

Some of the key features of the sample outline include the following:

- Information that is repeated each year or is provided as a separate document to OHMVR has been placed in the Attachments section. As an example, Baseline Information found in the WHPP and the monitoring reports are now in the Attachments Section.
- Information in the 2000 OHV Grant Application Guide is now supplied in *only one section*.
- Information is consolidated under broad categories for ease of organization: Description of OHV Opportunities; Operations, Maintenance and Administration Deliverables; Law Enforcement Activities; Conservation Activities; Detailed Cost; Environmental Documentation; Public Involvement, etc.
- The level of detail and supporting materials (e.g. maps, photographs) expected in filling out the required sections in the application are articulated. For example, the Soil Loss Monitoring program should state the number of acres or miles of routes in each condition (green, yellow, and red), as shown in Attachment 3.
- At the top of each section the outline provides the appropriate reference to the OAL Regulations that are posted on the web site.
- Under each section is a list of the information required in that section according to the 2000 OHV Grant Application Guide.
- Following all of the required Sections (I-X) there are two appendices and three attachments. The attachments are review templates showing the type of information and level of detail needed in the CEQA and WHPP sections of the application.

Appendices:

- A - Monitoring Report
- B - Baseline Data

Attachments:

- 1 – Consultant's CEQA Review Format
- 2 – Consultant's WHPP Review Format
- 3 – Sample Soils Trail Condition Rating

The Application Requirement Matrix

The Application Requirement Matrix (**ARM**) (Figure 4, 2000 OHV Grant Application Guide) is intended to help the applicant determine the content required in each type of grant application.

Please note the following important points in using the ARM:

1. Grantee's who are submitting multiple grant applications (e.g. O&M grant, planning grant, equipment grant, etc.) will not be required to repeat the information. Any section that is applicable to all grants (i.e., not specific to the individual supporting grant) should be included in the O&M grant but **NEED NOT BE DUPLICATED** in the other grants. It is only necessary to cross-reference the pages containing the information in the O&M grant.
2. Examples of materials from the 2000 OHV Grant Application Guide that need to appear once:
 - Item P Monitoring Summary
 - Item Q Resource Discussion
 - Item R Endangered/Threatened Species Map
 - Item S Soil Standards Map
 - Item V Wildlife Habitat Protection Program

Materials repeated from year- to- year (e.g. a discussion of resources) should be placed in appendices but not included in the main text of the application.

Copies of the 2000 OHV Grant Application Guide and OAL regulations are posted on our Web site (www.ohv.parks.ca.gov). Hard copies are available upon request via e-mail at info@ohv.parks.ca.gov) or by calling (916) 324-4442.

SECTION I

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
Division of Off-Highway Motor Vehicle Recreation

APPLICATION FOR STATE OFF-HIGHWAY VEHICLE GRANT

See Manual for Instructions

PROJECT NUMBER:
State's Use Only

OR

APPLICANT (Name and Address): Title: Address: City: State: Zip		PROJECT TITLE (4 Words Maximum)	
VEHICLE TYPE <input type="checkbox"/> M/C <input type="checkbox"/> ATV <input type="checkbox"/> 4WD <input type="checkbox"/> OSV <input type="checkbox"/> DB		AMOUNT REQUESTED (Total Grant Amount) \$ _____ (round to \$1,000)	
NEAREST CITY: _____		COUNTY NUMBER (S) _____	
COST BY SUB-ACTIVITIES (C&E): Conservation \$ _____ Restoration \$ _____ Enforcement \$ _____ TOTAL C&E \$ _____		ENVIRONMENTAL DOCUMENTATION (Check): <input type="checkbox"/> Complete	
APPLICANTS AUTHORIZED REPRESENTATIVE AND CONTACT PERSONS (TYPE DO NOT SIGN)			
1) _____ Authorized Representative		_____ Title	
2) _____ Project Administration/Coordination Contact		_____ Title	
_____ Phone Number		_____ Phone Number	

PROJECT DESCRIPTION (State specifically what you will do with the requested funds)

The undersigned understands and does hereby promise that soil survey/monitoring, wildlife habitat survey/management and OHV law enforcement programs/activities will be complete and/or implemented, as applicable, pursuant to Section **5090.53** of the Public Resources Code

I certify that this project conforms with appropriate land use plans, CEQA, and all other required environmental documentation

SIGNED:

Authorized Representative Only

Date _____

Section II: DESCRIPTION OF OHV OPPORTUNITIES

Items that must be included are:

- 1) A map of the specific area or routes. 4970.10(d)(1)
- 2) Briefly describe the existing, legal OHV opportunity that exists within a 50-mile radius of the project area (4970.31(c)(5)), status of resources, problems, and the desired outcome or results (4970.10(d)(9)). List the number of acres available for open OHV use, miles of designated trails and roads, and open OHV areas.
- 3) Discuss visitor demand for the OHV opportunity. 4970.31(c)(4)
- 4) Discuss the types of vehicles that currently use the area. 4970.31(c)(6)
- 5) Discuss volunteer programs including the scope programs, number of active participants, hours volunteered, and amount of OHV funds used to run the program. (4970.31(c)(12)
- 6) Discuss the sustainability of the area or facilities for long-term use. Identify any known or anticipated threats to the longevity of OHV use (e.g. endangered species, urban expansion, user conflicts, etc.). 4970.31(c)(10), 4970.21(a)

MAP

(Item H 2000 OHV Grant Application Guide)

Appendix C includes a map identifying the specific areas/routes and facilities to be maintained under this Cooperative Agreement. This map should be contained in a separate file as hard copy, and if possible, as an electronic file in PDF format less than three megabytes.

FACILITIES SCHEDULE

(Item K - 2000 OHV Grant Application Guide)

Schedule listing when campgrounds, staging areas, roads, and trails are open during the year.

SECTION III: OPERATIONS, MAINTENANCE and ADMINISTRATIVE DELIEVERABLES

Briefly describe what you are proposing to accomplish (deliverables) under operations and maintenance, and administration, with OHV funds. O&M projects are intended for annually recurring work directed toward facilities, natural resources, visitor assistance, and visitor safety directly attributable to OHV recreation. 4970.05(a)

Operations and Maintenance Component

You may want to include the following examples of the O&M activities under the *Operations and Maintenance* cost category in Section VI (Detailed Cost Summary): 4970.05(b)(1-15) below.

- Facility repair and servicing
- Volunteer use and coordination
- Visitor services
- Site administration and direct OHV program/grant administration
- Snow plowing
- Trash collection
- First aid equipment & supplies
- Map/brochure design and printing
- Construction of physical barriers and other means of traffic control
- Trail maintenance
- Routine visitor monitoring and visitor surveys
- Minor trail relocation
- Cultural resource mitigation/protection
- Purchase of tools and equipment exceeding \$250. 4970.10(d)(7) and 4970.08(e)
- Kiosks, signboards, regulatory, and directional signs

Explain if the project will require more than 1 year to complete. 4970.10(g)

Administration Component

Briefly discuss activities associated with the *Administration* cost category in Section VI (Detailed Cost Summary). OHV-related indirect costs can be included in this section and should generally not exceed 10 percent of the total O&M grant request unless justified. 4970.10(f)

(Item C & D 2000 OHV Grant Application Guide)

DELIVERABLES:

ACTIVITIES

COSTS

SECTION IV: LAW ENFORCEMENT ACTIVITIES

Briefly describe law enforcement activities with a Law Enforcement Plan. The following activities are considered enforcement: 4970.30(g)(1-3)

Enforcement activities also consist of employing, equipping, and supervising peace officers protecting natural resources, enforcement of Division 16.5 (commencing with Section 38000) of the Vehicle Code, enforcement of Sections 4442 and 4442.5 of the Public Resources Code, and enforcement of other laws regulating the equipment and use of off-highway motor vehicles. 4970.30(a) *Please See Below.*

Law Enforcement Plans in O&M applications will comply with the items found in 4970.10(e)(1-7).

- A map that shows where significant law enforcement problems occur and the areas, routes, and corridors that will be patrolled and enforced with OHV funds. Maps may be submitted electronically and a hard copy mailed separately.
- Identification of the number and classification of Law Enforcement personnel involved in implementing the OHV Project and a schedule of the patrols that will be conducted (e.g., Level - 4 Law Enforcement Officer, 10 weekends, or Sergeant 10 weekends).
- The number, price, and type of enforcement signs to be purchased and installed.
- The cost of educational materials such as displays or brochures.
- Documentation about law enforcement problems in areas identified for OHV use (as authorized by PRC 5090.50) or problems that are occurring in areas where OHV use is prohibited (as authorized by California Vehicle Code 38225).
- Describe how enforcement personnel will enforce the following laws: 4970.10(e)(1)

- Spark arresters
- Current OHV registration.
- Maximum noise level.
- Prevention of illegal activity that may result in resource damage.
- Prevention of trespass activity and violation of closed areas.
- Driving under the influence and/or possession of open containerS.
- Describe your OHV-related search and rescue program. 4970.10(e)(1)
- List the phone number for contacting your agency 7 days per week, 24 hours per day. If your agency is not available, list alternate agencies that provide this service. 4970.10(e)(1)

(Items G, N & O 2000 OHV Grant Application Guide)

Plan:

- 1. Map of patrol areas**
- 2. Law enforcement Issues**
- 3. How OHV Funds will solve issues**
- 4. Enforcement of OHV related laws including spark arresters, registration, noise, resource damage/trespass, DUI and search and rescue**
- 5. Agency phone number**
- 6. Number and classification of LE personnel**
- 7. Schedule of patrols**
- 8. Signs to be purchased/installed**
- 9. Educational materials**

SECTION V: CONSERVATION ACTIVITIES

Conservation activities are carried out for the prevention or reduction of soil loss, wildlife loss, and habitat loss as defined in PRC Sections 5090.35, 5090.50 and 5090.53. 4970.30(a)

The following activities are considered conservation: 4970.30(f)(1-8)

- 1) Soil, habitat and wildlife monitoring.
- 2) Activities to prevent soil erosion and to repair existing soil erosion.
- 3) Wildlife habitat enhancement projects.
- 4) Aerial photography.
- 5) Wildlife, habitat, and soil studies.
- 6) Temporary closure of trails or areas or closure and rehabilitation of unauthorized trails and trails not in compliance with PRC 5090.35(d and e).
- 7) Reduction of dust related to OHV recreation.
- 8) Reduction or prevention of siltation related to OHV recreation into streams.

Briefly describe your Wildlife Habitat Protection Program (WHPP). Federal agencies shall amend their WHPPs each year as needed. The WHPP must have the following information pursuant to 4970.31 (c) and 4970.13(c)

Plant and Wildlife Component of the WHPP

Include the following in the plant and wildlife section of your WHPP.

- A map identifying the trails, roads, corridors, and areas that are open for use by OHVs and receive funding from the OHV Fund (See Item B).
- A baseline survey and brief description of the threatened, endangered, and sensitive plants and wildlife, and wildlife habitats, found in the area that is open for OHV use. For this baseline survey, include: map showing the extent of habitat for State or Federally designated Threaten, Endangered and Sensitive plant and wildlife species within or immediately adjacent to your OHV areas. 4970.10(d)(10)
- A monitoring program for Threatened, Endangered, and Sensitive (TES) plants and wildlife that will:
- Assist in sustaining viable species composition; on the lands within their jurisdiction, grantees shall identify and monitor endangered, threatened, and other species of concern that are identified by the management agency, consistent with current laws and policies within the areas maintained and managed with OHV Grant Program Funds.
- Identify current plant and wildlife management objectives for the OHV area.
- Identify monitoring activities.
- Identify monitoring protocols.
- A resource protection program describing management actions that will assist in sustaining species composition within the OHV area. Examples of these kind of actions include law enforcement, signing, barriers, limited operating periods, temporary closures, and educational brochures and/or displays.
- A description of the management review process, the staff that is included, what documents and monitoring data were reviewed, and what changes, if any, the agency made in their WHPP due to this review process.

Soil Component of the WHPP

Include the following:

- A baseline survey of the soils found in the area that is open for OHV use.
- A map that identifies the types of soil and their erosion potential in OHV areas. 4970.10(d)(11). A map could have the roads and trails overlay on the soils types.
- A soil monitoring program that will:
 - Meet the State approved soil standards and detect accelerated and unnatural erosion.
 - Identify current soil management objectives for the OHV area.
 - Identify soil-monitoring activities.
 - Identify monitoring protocols.
- A resource protection program describing management actions to prevent unacceptable soil loss. Examples of these management actions include routine maintenance and drainage repairs, law enforcement, signing, barriers, limited operating periods, temporary closures, site rehabilitation, and educational brochures and/or displays. Include your guidelines for heavy equipment operation. Describe what will happen to erosion control devices such as rolling dips with the use of heavy equipment.
- A management component that used the above information to resolve resource issues.
- Include a list of all roads, trails, corridors, and areas that are not in compliance with the soil standards and a plan and timeline to bring them into compliance.

(Item N, O, P, Q, R, S, T & V 2000 OHV Grant Application Guide)

WILDLIFE HABITAT PROTECTION PROGRAM

(For Federal Agency the proposed HMP maybe used in place of this format)

Program Components

- 1) Maps
- 2) Baseline survey
- 3) Monitoring program
- 4) Management objectives
- 5) Resource protection program
- 6) Management component (Review and Action)
- 7) Soil Loss Plan and schedule (A plan and schedule for bringing Red & Yellow roads and trails into compliance with soil loss standards.)

SECTION VI: DETAILED COST SUMMARY

4970.10(d)(2), 4970.30(c)(1-2)

Complete the Cost Summary and the detailed cost estimates for each activity for each sub-unit.

If this request amount is greater than last year's funding, identify what the additional funds are for and provide a detailed justification.

Identify the priority of this O&M application for funding in comparison with the other applications that you may be submitting.

SECTION VI

EXAMPLE O & M DETAILED COST ESTIMATE

PROJECT NAME:

A. OPERATIONS & MAINTENANCE

1) STAFF	<u>Salary</u>	<u>Term/Days</u>	<u>Total Cost</u>	<u>FS Contributed</u>	<u>Grant Request</u>
2) CONTRACTS		<u>Frequency</u>	<u>Total Cost</u>	<u>FS Contributed</u>	<u>Annual Cost</u>
3) MATERIALS & EQUIPMENT					<u>Annual Cost</u>
Subtotal Operations & Maintenance					

B. LAW ENFORCEMENT

1) STAFF	<u>Salary</u>	<u>Term/Days</u>	<u>Total Cost</u>	<u>FS Contributed</u>	<u>Grant Request</u>
Subtotal Law Enforcement					

C. CONSERVATION

1) PLANT & WILDLIFE SECTION OF WHPP	<u>Salary</u>	<u>Term/Days</u>	<u>Total Cost</u>	<u>FS Contributed</u>	<u>Grant Request</u>
2) SOIL SECTION OF WHPP					
Subtotal Conservation					
Total A, B, C					

D. INDIRECT ADMIN. (10% or less)

TOTAL Grant Request					
TOTAL ROUNDED					

COST SUMMARY 2002/2003

Costs by Unit District

Expenditure Type	Supervisor's Office	Unit A	Unit B	Unit C
Staff	\$5,328.	\$23,526	\$32,212	\$43,556
Contracts & Services	\$ 0	\$ 1,200	\$ 500	\$ 2,000
Materials & Supplies	\$ 2,000	\$ 3,300	\$ 4,250	\$ 9,250
Vehicles	\$ 1,000	\$ 500	\$ 2,500	\$ 2,500
Equipment	\$ 0	\$ 1,000	\$ 300	\$ 900
SUBTOTAL	\$ 8,328	\$29,526	\$38,462	\$ 58,206
Administration (10%)	\$ 832.	\$ 2,752	\$ 2,946.	\$ 5,820
TOTAL=	\$ 9,160	\$32,297	\$41,408	\$64,027
Total Request (Rounded)	\$ 9,000	\$30,000	\$41,000	\$64,000

TOTAL REQUEST = \$146,000

Agency Contribution = \$ 1,282 \$ 5,725 \$ 6,151 \$48,250

AGENCY TOTAL = \$25,217

Previous Year's Request = \$ 5,000 \$23,400 \$25,450 \$48,250
 Previous Year's Request Total = \$102,100

Last Year's Allocation = \$101,000

PROJECT EXTENSION JUSTIFICATION
(Item F 2000 OHV Grant Application Guide)

FUNDING AND PHASING PRIORITIES
(Item I –2000 OHV Grant Application Guide)

If submitting more than one application, indicate desired priority for funding.

SECTION VII: ENVIRONMENTAL DOCUMENTATION

4970.12, 4970.13(a, b), 4970.31(c)(9)

Applications shall include the appropriate environmental documentation with regard to compliance with NEPA and CEQA requirements. *4970.09(h)*

Documentation for categorical exemptions under CEQA must also include the following pursuant to the *2001 CEQA Guidelines, PRC Section 21000; Article 19, 15300.2*

- 1) An evaluation of the impacts of this project on wetlands, navigable waters, and sensitive habitats (including TES).
- 2) The cumulative effects of other projects that have been conducted in the OHV funded areas when completing the environmental documentation in compliance with NEPA and CEQA. *(4970.14(a))*. Refer to the cumulative effects discussion in your Environmental Impact Statement or Report, and land management plan
- 3) The possibility that the proposed activities will have a significant effect on the environment due to unusual circumstances such as steep slopes or highly erodable soil.
- 4) The potential damage to scenic resources within the view shed of a highway officially designated as a state scenic highway.
- 5) The proposed project area has been listed as producing hazardous materials (Cortese list).
- 6) Substantially adverse changes in the significance of historical or cultural resources.

Incorporate by reference from CEQA those items that are clearly exempt. Group the major activities into CEQA Exemption Categories (Attachment 1).

Document compliance with your land management plan. *4970.10(d)(6)*

(If NEPA/CEQA control language is required, address here.) The following control language from the OHV Commission (10/01) applies to NEPA for winter applications.

Document the information used in the NEPA analysis such as area assessments, heritage evaluations, biological evaluations/assessments, other scientific reviews, visitor survey data, etc.

**OHV Grant Funded Activities and CEQA Categorical Exemptions
(See Attachment C for an example of CEQA categories.)**

(Item J 2000 OHV Grant Application Guide)

Item 1 – Evaluation of the impact of this project on wetlands, navigable waters, and sensitive habitats.

Item 2 – Existing or potential cumulative impacts, if any, of this project being completed in the same place over several years.

Item 3 – The possibility that the proposed activities will have a significant effect on the environment due to unusual circumstances such as steep slopes or highly erodable soil.

Item 4 – The potential damage to scenic resources within the view shed of a highway officially designated as a state scenic highway.

Item 5 – The proposed project area listing as producing hazardous materials (Cortese list).

Item 6 – Substantially adverse changes in the significance of historical or cultural resources.

SECTION VIII: PUBLIC INVOLVMENT

Applications shall be made available by the applicant for public review and comment **prior** to submission of the application to the OHMVR Division for consideration. 4970.09(g)

- Describe your public involvement efforts including letters, phone calls, web notices, and meetings, etc.
- List the date, time, location, and attendance of the public meetings that you held to discuss your application.
- Describe your efforts to publicize the meeting. List the groups that were invited
- Summarize the comments that were made at the meeting.
- Explain any changes that you made to your application as a result of your public meetings.
- Include all letters of support and opposition. 4970.31(c)(3)

(Item E - 2000 OHV Grant Application Guide)

CONFLICTS/INVESTIGATIONS OF IMPACTS
(Item J - 2000 OHV Grant Application Guide)

(If control language is required, address here.)

SECTION IX: PROJECT ACCOMPLISHMENTS REPORTS (PARs) *4970.11, 4970.31(c)(1)*

All applicants that were awarded an OHV Grant or Cooperative Agreement last year must complete the PAR.

Section VII. Describe what was accomplished with OHV funds. *4970.28(a)*

Project Accomplishment Report

Agency			
Unit			
Time Period		Date	

OHV Grant #OR-		Grant Title	
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I. OHV Opportunity

Acres of land available for OHV and OSV recreation		
Acres of land available for trails only OHV recreation		
Acres of land available for open OHV recreation.		
Miles of motorcycle trail		
Miles of ATV trail		
Miles of 4 wheel drive routes		
Miles of level 2 type roads		
Total miles OHV routes		
Acres available for open snowmobile use		
Miles of groomed snowmobile routes		
Miles of ungroomed snowmobile routes		
Miles of unmarked snowmobile routes		
Total miles of OSV routes		

II. Conservation activities

1. Miles of OHV routes repaired.		
2. Miles of volunteer routes closed and rehabilitated.		
3. Acres of "open" land closed and rehabilitated.		

III. Volunteer information

1. Volunteer hours contributed.		
2. Estimated value of volunteer labor		

IV. Visitor assistance information

1. Number of OHV visitors (any portion of a day is one visitor)		
2. Total number of OHV visitors contacted/assisted		
3. Number of OHV injury accidents		
4. Number of OHV related fatalities		

V. Law Enforcement Citations Warnings Arrests Compliance # Contacts

Registration					
Spark arrester					
Noise					
Resource damage					
Trespass on private lands					
Wilderness intrusions					
Other: explain below					
Total					

"Other" List any violations included in "other" category. Include number of citations and warnings for each. For example, " Other includes no helmet on ATV (6 citations, 12 warnings), passengers in pickup (1 citations, 3 warnings) etc.

NARRATIVE WITH PROJECT ACCOMPLISHMENT REPORT ON DELIVERABLES

SECTION X: EQUIPMENT INVENTORY

All applicants who have purchased equipment with OHV funds must list the vehicles' status. Vehicles that are to be surveyed (replaced) must be identified. Applicant must identify what will happen to the funds when that vehicle is sold.

(Appendix K - 2000 OHV Grant Application Guide)
INVENTORY OF OHV PURCHASED EQUIPMENT

(Update each year for all mobile equipment, purchased with OHV Funds.)
(e.g., snowmobiles, ATV's, motorcycle, groomers, trucks, and trail tractors)

List by District:

Make	Model	Year	VIN/ID. No.	Miles	Hours

ITEMS THAT MAY NOT NEED TO BE INCLUDED

Item M: Governing Body Resolution

Local Agencies must include their Governing Body Resolution here. If possible, insert an electronic copy in the application and send an original to the OHMVR Division.

NOTE: The items below are required for Federal agencies applying for: Planning, Acquisition, and Development Grants. Local agencies may omit these items from the application.

Item U: Inventory of Features

Item X: Initial Investigation of Impacts

Item Y: Initial Investigation of OHV impacts on Water Quality

Item W: Toxic or Hazardous Site Survey

(Example)

A Governing Body Resolution Item M, Inventory of Feature Item U, Initial Investigation of Impacts Item X, Initial Investigation of OHV Impact on Water Quality Item Y, and the Toxic or Hazardous Site Survey Item W are not required for Federal O&M Cooperative Applications.

APPENDIX A
MONITORING REPORT

Include your annual monitoring report in this section. 4970.10(d)(8), 4970.13(c)(3)(A), and 4970.31(c)(8)

(Item N, O, P, Q, R, S, T & V - 2000 OHV Grant Application Guide)

The Annual Monitoring Report for the prior year must be included in Appendix A.

**APPENDIX B
BASELINE DATA**

Soils

Wildlife

ATTACHMENT #1 CONSULTANT'S CEQA REVIEW FORMAT

Categorical Exemption (CE) Justification Template

The Division requests that the following format be used.

1. Save Template with your filename of the specific grant application under the \NorCal2001\grantappreview\ subdirectory. E.g. if you're reviewing Redding O&M, then save the file as \NorCal2001\grantappreview\ReddingO&M.
2. Remove the rows in this template that don't apply to your specific grant application.
3. Be as specific as possible in describing why the activities are exempt, or appear not to be exempt. See below for more instruction.

Typical CE categories	Examples of Activity(ies) Applied for	Examples of Why activity is exempt
		Note: These evaluations should explain in layman's terms why an activity would be considered de minimis (e.g. small in lineal extent, gentle to the environment etc.) If there is contradictory information in the application that seems to suggest the activity may not be exempt then this should be stated as "Problem..."
<u>15061 (b) (3)</u> No significant effect	Coordination and monitoring	<p>Instructions: State what the grant application is for—e.g. "staff person(s) to establish a needs assessment and policy recommendations for monitoring of _____."</p> <p>Example of a good evaluation: "Installation of 8 to 10 small "You are Here" signs at major route junctions that incorporate a portion of the OHV map to orient users".</p>

Typical CE categories	Examples of Activity(ies) Applied for	Examples of Why activity is exempt
<u>15301</u> Existing facilities maintenance	Facilities maintenance – maintenance and signing of routes	<p>Instructions: State what specific facilities maintenance is listed in the application, and how they proposed to do it [hand and/or mechanical]. State mileage of routes to be maintained, and if there are no mileages, state that “no mileages of routes were given in the application”.</p> <p>Example of a good evaluation: Facilities maintenance includes cleaning restrooms, infrastructure road maintenance, camp and staging area cleanup. Twelve miles of infrastructure road were done in past. This is being increased to 27 miles with “other trails as needed”. Trail maintenance is done with hand tools. (p. 5 and 6) except where heavy use requires as small dozer or front loader. The impacts and cumulative effects were covered in an Open Area Management Plan and a USFWS Biological Opinion.</p> <p>Example of a Problem: Reconstructing one silt dam in the Divide Peak OHV area (wetlands involved?? need more description).</p>
<u>15304</u> Minor alterations to land	common activities include: Fence repair, road repair and resurfacing, and/or Rehabilitation of areas of illegal use	<p>Instructions: Most of the grant applications we’ve seen state the “total maintenance actions” and “specific maintenance actions”. List both here. If they aren’t specific, state that “no specifics were listed.”</p> <p>Example of a good evaluation: Actions will include installing closure signs or barriers where illegal use has occurred. If new tracks are discovered, they will be hidden or blocked, such as adding a barrier, with little or no ground disturbance.</p> <p>Example of a “Problem”: Repair, resurface, or harden 20 miles of vehicle roads in the Jawbone-Butterbrecht ACEC and Rand Mountains. Installing erosion control structures or other corrective actions to minimize soil erosion and runoff. [unknown as to type of “hardening” material used, or if 20 miles of roads will be hardened. Unknown existing condition of erosion control structures, size of structures and quantity, and unknown how structures will be repaired</p>

Typical CE categories	Examples of Activity(ies) Applied for	Examples of Why activity is exempt
<p><u>15304 (d)</u> Environmental benefit</p>	<p>common activities include: route restoration, and/or conservation and monitoring</p>	<p>Instructions: Most of the grant applications we've seen state "as part of the WHPP, soil, wildlife habitat and stream crossings will be monitored by trained agency personnel following state checklists", Application should give some indication of following established protocol. If not, state that "no protocol was listed."</p> <p>Example of a good evaluation: Route armoring, tread repair, grooming of designated trails to prevent and control soil erosion, vegetation loss, and trail widening. Maintenance work at two staging areas is proposed. A trail dozer will be used to establish erosion control and maintain tread. Use of mechanized equipment at Cactus Flats is limited to reshaping and recontouring the staging area. The project as a whole will reduce the effects of gully erosion which will prevent any damage to adjacent T&E plant habitat.</p> <p>Hardening of the stream crossings on 2W01 (Devil's Hole) and 2E43 (Hixon-Bautista) with a gravel base are proposed to prevent impact to the southwestern arroyo toad and downstream sedimentation.</p> <p>Monitoring for effects of OHV use on soils, resources T&E species, stream crossings, wildlife habitat and visitor use levels.</p> <p>Restoration activities include stabilization, revegetation and disguise of vehicle tracks and traces on unauthorized routes using local vegetation and hand tools. Disguise access points with boulders and downed logs, reseeding or replanting as needed and posting informational signs to prevent further ORV use.</p>
<p><u>15306</u> Information Collection</p>	<p>Resource inventory, surveys on portions of trails for the purpose of preparing Biological Evaluations and/or Archaeological Evaluations</p>	<p>This one is straightforward—no explanation needed.</p> <p>Example of a good evaluation: Proposed activities such as field and records review, development of context materials, and incorporating records into GIS themes would not have a physical effect on the environment.</p>

Typical CE categories	Examples of Activity(ies) Applied for	Examples of Why activity is exempt
<u>15378</u> not a project	law enforcement, money for planning staff tasks	This one is straightforward—no explanation needed. State that the project is law enforcement only, or hiring of staff only etc.
Item G Exceptions NOTE: These “exceptions” are extraordinary circumstances, as defined by the CEQA and OHMVR guidelines, that would make the activity not categorically exempt		The answers to each of the 6 “extraordinary circumstances” questions should be all in the negative because a positive response would mean the activity is not categorically exempt. The answers in the application should have enough detail so that you, the reader, can determine if these answers are correct, similar to an Initial Study checklist. If the answer mentions the words “impacts” or “adverse impacts” or “mitigation”, then this is a red flag that the activity probably isn’t exempt.

Typical CE categories	Examples of Activity(ies) Applied for	Examples of Why activity is exempt
		<p>Unfortunately, most of the grant applications just repeat the question and answer it negatively...so you will have to go through the document to find the more information to complete the evaluation. Here are the listings:</p> <p>Wetlands, sensitive habitats, T&E: Does the grant application mention wetlands? Does it list T&E habitats? Does it state that T&E habitats will be protected, and if so, how?</p> <p>Cumulative effects: Does the application address the impacts of carrying out the activity in the same place over several years? Do we think that effects are cumulatively significant?</p> <p>Steep slopes, erodable soils: Do they state that they will use the 1991 Soil Conservation protocol? Does it state that the activities in the grant will occur in erodable or steep soil areas? If so, how will the activities that are carried out in the area avoid impacts?</p> <p>State scenic highway: Are there any in the area of the activities? This is where those maps come in handy, because you're going to have to look at the maps and determine where the state scenic highways are. If there is no information regarding state scenic highways, state that.</p> <p>Hazardous materials: Does the application state that there are any listings? Should state that the "Cortese List" has been reviewed to verify that no activities from this grant will be located on a site on this list.</p> <p>Historic or cultural resources: Does it state provisions for activities to evaluate and protect cultural resources, if found? Should <u>not</u> include mitigation measures, but should reference Best Management Practices commonly used to avoid impacts.</p>

Typical CE categories	Examples of Activity(ies) Applied for	Examples of Why activity is exempt
<p>Not CE (Initial Study/Neg Dec may be required)</p> <p>These are explanations of the work in the application OTHER THAN the Item G “Extraordinary Circumstances” discussions that make the work seem larger than de minimus or not CE for other reasons.</p>	<p>e.g. Facility Maintenance</p>	<p>Example of Problem making activity appear not CE: Problem: Project summary states route/trail maintenance and emergency rehabilitation will be provided. There is no description in any part of the application of the type of maintenance activities or rehabilitation work to be provided. There is no discussion of maintenance methods or size of area affected. 500 miles of trails is going to be monitored for soils. How many miles of trail require maintenance? There is internal inconsistency about the use of heavy equipment. Items C and H report the proposed use of heavy equipment. Item G says heavy equipment will not be used. The specific piece of heavy equipment to be used or its purpose is not identified. The statement in Item G that no ground disturbing activities are proposed conflicts with statement in Item C (Grant Proposal) that proposal includes trail work, erosion control, sign installation and repair. There is insufficient information provided to conclude that the proposed activities are exempt.</p>

ATTACHMENT #2 CONSULTANT'S WHPP REVIEW FORMAT

WHPP TEMPLATE

WHPP Assessment of Regulatory Compliance

Please note the new terms "Documentation Provided" and "Documentation Needed." Additionally, where the WHPP is unclear, the Division would like us to say "Clarification Needed," as opposed to the previous terms. Please also use the term special-status species rather than T&E or other such terms.

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>A map identifying the trails, roads, corridors, and areas that are open for use by OHVs and receive funding from the OHV fund.</p>	<p><i>The regulations are clear. The map has to be specific enough to show the actual riding areas. A general map of the forest is not adequate.</i></p> <p>Documentation Provided. The map shows trails, roads, corridors, and areas that are open for use by OHVs.</p> <p>Documentation Needed. The map provided shows the entire forest but does not show which roads, trails, or other areas open to riding.</p>

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>A baseline survey of the soils, sensitive wildlife, and wildlife habitats found in the area that is open for use by OHVs and receives funding from the OHV fund.</p>	<p><i>The WHPP should at least provide the results of surveys to-date, even if the analysis and coverage of the surveys are limited. For just this year, if little has been completed, it's ok as long as the WHPP is clear about what has been done and what will be done in the future. If the WHPP mentions that surveys have been conducted for a particular species but then provides no information about the results of any of those surveys, it's incomplete. One inadequate discussion out of many that are ok should not be a fail, but where no attempt is made to provide information, the WHPP is incomplete. The WHPP should summarize reference documents, as necessary.</i></p> <p>Soils: Documentation Provided. The WHPP describes which baseline soils surveys have been conducted to-date and the results of those surveys.</p> <p>Soils: Documentation Needed. No baseline soils survey information is provided even though at least some soils monitoring has occurred in the Jawbone Canyon/Dove Spring OHV Open Area. Please describe which baseline soils surveys have been conducted to-date and the results of those surveys.</p> <p><i>Please note that if the applicant solely relies on the State of California Habitat and Stream Checklists, it is not good enough for wildlife monitoring.</i></p> <p>Wildlife and Habitats: Documentation Provided. The WHPP describes which baseline wildlife surveys have been conducted to-date and provides the results of those wildlife surveys. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • The WHPP should describe the current status of the greater long-necked woodpecker and/or its habitat in the grant-funded OHV area, as it appears some information is available. • Provide a table describing all special-status species reviewed for inclusion in the monitoring program. The table should describe the reason why or why not each species is included and list the monitoring priority, if any (i.e., which species are top priority for monitoring). <p>Wildlife and Habitats: Documentation Needed. Does not provide baseline status of a single plant or wildlife species or its habitat in OHV areas. The WHPP needs to describe the existing knowledge baseline so the progress of the monitoring program can be assessed. Examples:</p> <ul style="list-style-type: none"> • The WHPP needs to describe what and where surveys have been completed to-date. • The WHPP should describe the current status of all of the special-status species and/or their habitats in the grant-funded OHV area where that information is known. • The WHPP should be able to describe progress made toward establishing the baseline in the possible future Chemehuevi Wash open area.

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>A monitoring program:</p>	
<p>1. A soil erosion monitoring program that meets the soil standards.</p> <p>CCR § 4970.13(c)(3a): The program shall be able to detect accelerated and unnatural erosion in the area that is open for use by OHVs and is maintained and managed with OHV funds.</p>	<p><i>Basically, we're looking for evidence of their gameplan. I.e., How do they determine what to monitor and when? The "complete" example included here was for a program that was just getting off the ground, but the bulleted items describe the gist of what we're looking for in most erosion monitoring programs. It's ok (and perhaps preferable) for the WHPP to refer the reviewer to Item F for an actual listing of out-of-compliance trails.</i></p> <p>Documentation Provided. The WHPP provides only the most basic information about the soils monitoring program, which is still in development. The concept of using controls in the monitoring program is noteworthy as is the proposal to monitor hazardous materials. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • Describe criteria for determining which trail segments or areas should be monitored and when. Rank priority areas. E.g., Perhaps some areas warrant more frequent monitoring than others. • Describe which trails have been monitored to-date. • Describe any soil monitoring protocols or standards used to supplement the 1991 Guidelines, if any. <p>Documentation Needed. Although the WHPP indicates that soils monitoring has been conducted for two years, the WHPP does not describe the results of the monitoring. This information should be provided. Additionally, the WHPP should be improved in 2002/2003 by including at least the following additional information:</p> <ul style="list-style-type: none"> • Describe criteria for determining which trail segments or areas should be monitored and when. Rank priority areas. E.g., Perhaps some areas warrant more frequent monitoring than others. • Describe any soil monitoring protocols or standards used to supplement the 1991 Guidelines, if any.

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>2. A monitoring program for threatened, endangered, or sensitive plants or wildlife.</p> <p>CCR § 4970.13(c)(3a): The program shall be able to detect the loss of wildlife habitat in the area that is open for use by OHVs and is maintained and managed with OHV funds.</p> <p><i>[note that OHV recognizes that every s-s sp. can't be monitored. USFS/BLM biologists should show the analysis for which spp. should be monitored.]</i></p>	<p><i>As we have discussed, monitoring is a work in progress, so we are going to be somewhat flexible, within reason, in assessing the WHPP's special-status species monitoring program. The "complete" example is from a WHPP where the program is just getting going. Where a program has already been in progress for a few years, we should look for at least some of the bulleted items to be included. Although we can't expect all the WHPPs to address all of the bulleted items, we can include them as recommendations for next year. The second "complete" example is from a more developed program. It should be expanded with recommendations for next year, if you have any.</i></p> <p>Documentation Provided. The WHPP describes the methodology currently utilized for special-status plants and wildlife. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • Give assessment criteria, to the extent they have been developed. • The WHPP should describe the "route of travel" monitoring method (e.g., describe methodology). • The list of priority species is fairly extensive. The WHPP should include a list of all special-status species considered and describe the priority and rationale for monitoring. Species under consideration should not be limited to state or federally listed species. • Describe the progress made to-date. E.g., What portion of OHV grant-funded areas have been monitored? For which species has monitoring commenced? • Describe priorities for monitoring areas. • The text states that the CDCA Plan and other subregional plans and management plans contain general monitoring guidance. The WHPP should provide some summary information or specific references to these materials. <p>Documentation Provided. The status of special-status species on District lands is reported based on GIS modeling, analysis, and/or field surveys. The monitoring program is thorough and includes methodology, species status, and action plans for specific species.</p> <p>Documentation Needed. Although the WHPP states that the District has been conducting monitoring of OHV impacts since 1999, the WHPP does not describe the program. The WHPP needs to provide:</p> <ul style="list-style-type: none"> • A description of what portion of the OHV grant-funded areas have been monitored. • Assessment criteria (as they currently exist). • An explanation of which species are part of the monitoring program and why. • A timeframe for the monitoring program.

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>3. A monitoring program that will provide sufficient information so that management can modify the WHPP in order to assure that the area sustains a viable species composition.</p> <p>CCR § 4970.13(c)(3c): The WHPP shall specify management objectives for protecting identified species and their associated habitats. Utilizing the information gathered via the monitoring of these species and their associated habitats, the grantees shall evaluate and accordingly modify the management processes of the program. Grantees shall discuss within the annual monitoring program report the changes to the WHPP that were implemented as a result of this adaptive management process.</p>	<p><i>The first “complete” example is from a WHPP where the program is just getting going. Where a program has already been in progress for a few years, we should look for at least some of the items to be included. Although we can’t expect all the WHPPs to address all of the bulleted items, we should include them as recommendations for next year. The second “complete” example is from a more developed program. It should be expanded with even more recommendations for next year, if you have any.</i></p> <p>Documentation Provided. The program appears to be in development. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • Describe the staging area standards that are currently under development. • Describe the results of any monitoring conducted to-date (at least some monitoring has been conducted) and any conclusions drawn. • Show the areas that are being monitored. • Describe the “unacceptable” rates of change, the identification of which is described in the WHPP as objective of the habitat monitoring. • Describe how the results are evaluated and what, if any, management changes are proposed as a result of monitoring. <p>Documentation Provided. The monitoring program includes effectiveness monitoring to determine the effectiveness of avoidance and minimization measures on special-status species and sensitive habitat. Corrective action will be taken when avoidance or minimization measures are found to be ineffective. For 2002/2003, the WHPP should describe whether any corrective action was taken as a result of monitoring.</p> <p>Documentation Needed. Although the WHPP states that the District has been conducting monitoring of OHV impacts since 1999, the WHPP does not describe any program goals or any results or actions taken as a result of the program. The WHPP needs to provide:</p> <ul style="list-style-type: none"> • The results of any monitoring conducted to-date (at least some monitoring has been conducted) and any conclusions drawn. • Describe how the results are evaluated and what, if any, management changes are proposed as a result of monitoring.
<p>4. Identify management objectives for the OHV area.</p> <p>CCR § 4970.13(c)(3c): The WHPP shall specify management objectives for protecting identified species and their associated habitats.</p>	<p>Documentation Provided. The WHPP provides management objectives based on the 1989 Greater Jawbone Area Management Plan. These objectives should be updated once the Jawbone Canyon Management Plan is completed.</p> <p>Documentation Needed. The WHPP does not identify management objectives for soils or special-status species and their habitats.</p>

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>A resource protection program. Examples include law enforcement, signing, barriers, limited operating periods, temporary closures, and educational brochures and/or displays.</p> <p>CCR § 4970.13(c)(4)</p>	<p><i>Please note that the OHV Division wants the RPP to specifically describe the problems that the RPP is addressing.</i></p> <p>Documentation Provided. The RPP specifies the problems that are being addressed by the RPP. The WHPP should be improved in 2002/2003 by including at least the following information:</p> <ul style="list-style-type: none"> • Describe how the signs, brochures and field displays, educational visitor contacts, and law enforcement each address the specific issues identified. • Describe specific evidence of success (or failure) of the RPP. <p>Documentation Needed. The methods used to provide resource protection in the planning area are not described.</p> <ul style="list-style-type: none"> • Describe specifically how the RPP is addressing problems identified in the WHPP, e.g., road proliferation. • Describe specific issues addressed by signs, brochures and field displays, educational visitor contacts, and law enforcement. • Describe specific evidence of success (or failure) of the RPP.
<p>A description of the management review process, the staff that is included, what documents are reviewed, and what changes the agency made in their WHPP due to this review process.</p> <p>CCR § 4970.13(c)(5): Use the above information to resolve resource issues.</p> <p><i>[This section should show that somebody is looking at the monitoring results, assessing them, and making adjustments based on the findings.]</i></p>	<p>Documentation Provided. The WHPP describes the basics of the management review process. The WHPP should be improved in 2002/2003 by describing how the District uses monitoring data to adjust management of resources. Describe:</p> <ul style="list-style-type: none"> • the process by which the District identifies issues such as adverse OHV effects on resources • resource issues that have been identified, if any, • the process for addressing those issues, and • what changes have been made to address the issues. <p>Documentation Needed. Although the WHPP discussed issues identified by monitoring, the WHPP does not describe any process for reviewing the results or implementing changes to address problems.</p>
<p>A list [or map] of all roads, trails, corridors, and areas that are not in compliance with the soil standards and a plan to bring them into compliance. (This information has been moved to Item F, Soil Conservation Activities.)</p> <p>CCR § 4970.13(c)(6): Include a plan that identifies the roads and trails to be repaired, relocated, or closed with a timeline when the projects are expected to be completed. A report on the status of the implementation plan shall be included with the annual monitoring program report.</p>	<p><i>Note that the regs. require a timeline, not just a list of what's out of compliance. Mileage is not required at this time, but we should request the info. for next year.</i></p> <p>Documentation Provided. The WHPP includes a plan that identifies the roads and trails that need to be repaired, relocated, or closed with a timeline when the projects are expected to be completed. The WHPP should be improved for 2002/2003 by providing the mileage or acreage of the yellow and green areas.</p> <p>Documentation Needed. Although the WHPP includes a list of trails that are out of compliance and their mileage, it does not provide a timeline for repair, relocation, or closures.</p>

<p>Item E</p> <p>WHPPs must have the following:</p>	<p>Applicant, Project:</p> <p>BLM, XX Field Office—Project name</p> <p>USFS, XX Ranger District—Project name</p>
<p>A summary of last year's monitoring program. (Do not send in your checklists. Summarize the monitoring that you did and the conclusions that you reached based on the monitoring data.)</p>	<p>Documentation Provided. The WHPP summarizes the monitoring that was conducted, the results obtained, and the conclusions that were reached.</p> <p>Documentation Needed. Basically no summary is provided of any monitoring conducted in 2001. The text indicates that at least some monitoring did occur (e.g., Jawbone Canyon/Dove Spring Open Area) but no summary of results is provided.</p>

ATTACHEMENT 3

SAMPLE TRAIL CONDITION RATING

Soils: The unit completed a checklist to identify compliant/non-compliant trails on designated OHV routes. The following is a summary of the checklists completed:

Trail Name	Miles	Rating	Seg. Length	Results
1	1.50	Yellow	5 seg. 3,585 ft	rutting
22	0.95	Yellow	1 seg. 54 ft	rutting
55	2.75	Red Yellow	11 seg. 3,824 ft	rutting, drainage
6	2.80	Yellow	5 seg. 1,178 ft	brushing, rutting, drainage
34	1.30	Red Yellow	11 seg. 4,580 ft	rutting, brushing
69	1.50	Red Yellow	6 seg. 4,619 ft	drainage, rutting
74	1.20	Green		
35	2.50	Red Yellow	13 seg. 5,764 ft	drainage, rutting
66	2.8	Green		
99	1.30	Green		
14	0.91	Yellow	3 seg. 440 ft	washout, rutting, drainage
10	0.98	Yellow	1 seg. 593 ft	rutting, drainage
13	1.56	Yellow	4 seg. 633 ft	rutting, drainage
3	13	Not rated		will survey this season
4	8	Not rated		will survey this season
7	10	Not rated		will survey this season
8	13	Not rated		will survey this season